

# Redcliffe State High School Meeting Protocols



## Parent Meeting Protocols

We agree that all parties:

- are seated prior to discussion and remain seated during the meeting
- understand that doors may remain open
- must declare if the conversation is to be recorded before the meeting commences
- will refrain from food and beverages during the meeting
- will speak with calm voices
- will refrain from finger pointing or use of pencil to point or gesticulate
- will refrain from put-downs or inappropriate language about students or staff
- will not introduce new agenda items (only topics agreed to prior to the meeting are up for discussion)
- respect the time constraint set aside for the purpose of this meeting